



CIVIL RIGHTS DIVISION CIVIL RIGHTS DIVISION

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE

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INTRODUCTION

NRCS/CRD

Revised January 1, 2006

1. PURPOSE AND SCOPE

This guide provides direction and conveys policy and procedures to be followed by NRCS personnel when conducting Civil Rights compliance reviews of all United States Department of Agriculture (USDA) Federally conducted and assisted programs and activities.

2. POLICY

It is USDA policy to ensure that no person is subjected to prohibited discrimination in USDA programs and activities based on race, color, national origin, sex, religion, age, disability, marital status, family status, parental status, sexual orientation or because all or a part of an individual's income is derived from any public assistance program. The policy, in part, is enforced by:

- Measuring the effectiveness of compliance in Program Delivery (Title VI) and NRCS Equal Opportunity (Title VII) in State Offices and selected Field Offices, Resource Conservation and Development (RC&D) Offices, NRCS Divisions, and National Technology Centers,
- Recognizing commitment, leadership, creative and innovative management of the Civil Rights program,
- Ensuring that programs are administered in a fair and equitable manner to all NRCS customers,
- Determining the extent that NRCS employees understand their program delivery and equal opportunity responsibilities,
- Identifying program delivery and equal opportunity deficiencies,
- Providing assistance and guidance to fulfilling NRCS program delivery and equal opportunity goals and objectives, and
- Systematically evaluating whether and the extent to which USDA conducts its programs and activities in a manner consistent with applicable Federal and USDA Civil Rights requirements.

No person shall be subjected to reprisal or harassment because he or she filed a discrimination complaint, participated in or contributed to the identification, investigation, prosecution or resolution of a Civil Rights violation in or by any USDA conducted program or activity; or otherwise aided or supported the enforcement of Federal or USDA Civil Rights laws, rules, regulations or policies.

Any person, who believes that he, she, or any specific class of individuals has been subjected to discrimination by any USDA agency, may file a complaint personally or through a designated representative.

3. AUTHORITIES

A. Statutory

- (1) Title VI of the Civil Rights Act of 1964, as amended, 42 USC 200d to 200d-7
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794.
- (3) Title VIII, Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, 42 USC 3601 et seq.
- (4) 5 USC 301, Authority to Prescribe Departmental Regulations.
- (5) Equal Credit Opportunity Act of 1974, Title VII of the Consumer Protection Act of 1974 (as amended), Section 701 of the Equal Credit Opportunity Act of 1974, Public Law 93-49, tit. V, 88 Stat. 1500, 15 USC 1691 -1691f.
- (6) Title VII of the Civil Rights Act of 1964, as amended.
- (7) EEOC Regulation 29 CFR 1614
- (8) Age Discrimination in Employment Act of 1967, as amended.
- (9) Rehabilitation Act of 1973, as amended.
- (10) Equal Pay Act of 1963.

B. Regulatory and Executive Orders

- (1) 7 CFR Part 2, Subpart P, Delegation of Authority by the Assistant Secretary of Agriculture.
- (2) 7 CFR Part 15d, Nondiscrimination in Programs or Activities Conducted by the United States Department of Agriculture.
- (3) 7 CFR Part 15e, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the United States of Department of Agriculture.
- (4) 12 CFR Part 202, Equal Credit Opportunity Regulation B.
- (5) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- (6) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.
- (7) Executive Order 13160, Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Parental Status in Federally Conducted Education and Training Programs.

- (8) Executive Order 13125, Increasing Participation of Asian Americans and Pacific Islanders in Federal Programs.
- (9) Executive 13087, Provides that, as a matter of Federal policy, an individual's sexual orientation should not be the basis for the denial of an employment or promotional opportunity.
- (10) Executive Order 13145, Prohibits discrimination in Federal employment based on genetic information.
- (11) Executive Order 13152, Provides for a uniform policy within the Federal Government to prohibit discrimination based on an individual's status as a parent.

C. Departmental Regulations/Policy

- (1) DR 4330-3, Nondiscrimination in USDA Conducted Programs and Activities, dated March 3, 1999.
- (2) DR 4300-5, Agency Civil Rights Programs, dated January 14, 1998.
- (3) DR 4300-3, Equal Opportunity Public Notification Policy, dated February 25, 1998.
- (4) DR 4300-6, Civil Rights Policy for USDA, dated March 16, 1998.
- (5) DR 5600-2, Environmental Justice, dated December 15, 1997.
- (6) DR 4030-001, Section 508 Implementation – Final Guidance, July 23, 2003.
- (7) DR 4300-007, Processing EEO Complaints of Discrimination.
- (8) DR 4300-009, EEO Complaints, January 9, 2001.

4. NOTICE

This guide will be updated periodically. Please send comments and/or suggested revisions to: USDA, NRCS, Civil Rights Division, Attn: Policy Branch, 5601 Sunnyside Avenue, Room 1-2144, Mailstop 5472, Beltsville, MD 20705.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the bases of race, color, national origin, sex, religion, age, disability, marital status, family status, parental status, sexual orientation, and/or political beliefs. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc.) should contact the USDA Office of Communications at (202) 720-2791.

To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C., 20250, or call 1-800-245-6340 (voice) or (202) 720-1127 (TDD). USDA is an Equal Employment Opportunity employer.

TITLE VI - PROGRAM DELIVERY

CIVIL RIGHTS MANAGEMENT

1. CIVIL RIGHTS RESPONSIBILITIES AND RECORDS

Requirements

Executive Order 12250 and the Department of Agriculture regulation 7 CFR Part 15 require agencies to develop plans, procedures, and directives necessary to manage its Civil Rights program. Departmental Regulation 4330-1 requires that program delivery and equal opportunity files be maintained. NRCS offices are required to manage their Civil Rights activities through the following:

- **Handbooks**
- **Reports**
- **Notices**
- **Correspondence**

NOTE: Examine the status on whether Civil Rights files have been established and updated to include NRCS Civil Rights Management directives, policies, bulletins, memos, complaints, etc.

Sample Questions:

- What Civil Rights responsibilities are in your job description?
- How do you measure civil rights objectives, goals, and action items in your office's operating plan?
- Do you comply with the USDA policy of not assisting and/or attending meetings of organizations or groups that exclude minorities, women, and persons with disabilities from membership or participation?

2. TRAINING

Requirements

The Departmental Regulation 4120-1 and NRCS GM 230 Part 405 provides directions on the responsibilities for providing training on Civil Rights laws and regulations to all staff members.

Sample Questions:

- Do you have an Individual Development Plan (IDP)?
- Are IDPs used in the design of training?
- Have new employees hired in the past 12 months received training in:
 - a) Equal Employment Opportunity
 - b) Prevention of Sexual Harassment
 - c) EEO Counseling, Mediation, and Complaints
 - d) Special Emphasis/Disability Employment Program
 - e) Civil Rights Advisory Committee Responsibilities
 - f) Civil Rights Compliance in Program Delivery
- Has managers and supervisors received adequate EEO training?

- How do you document staff and district employee training?
- Have district employees received civil rights training in the last three years?
- Are staff members conducting EEO evaluations properly trained in EEO and Merit system requirements?
- Are your employees aware of the Employee Assistance Program (EAP)?
- Have you received training in the prevention of sexual harassment within the past three years?

3. PUBLIC NOTIFICATION

Requirements

The Department of Justice Regulation 28 CFR 42.405, the Department of Agriculture Regulation 7 CFR 15.5, Departmental Regulation 4300-3, and the NRCS GM 230 Part 405 require offices to inform and provide guidance about changes in the EO policy and NRCS programs and activities. Examples of how notification is provided include:

- | | | |
|---------------------|-----------------|---------------|
| * publications | * news releases | * posters |
| * personal contacts | * meetings | * newsletters |
| * electronic media | * fact sheets | * videos |

Sample Questions:

- How do you inform potential and non-traditional program beneficiaries (*particularly minorities, females, and persons with disabilities*) about NRCS programs and activities?
 - Do you prepare news articles?
 - Does the district publish a district newsletter?
 - Do you and your staff hold and participate in public meetings discussing USDA programs?
 - Does your staff work with communities through grassroots organizations?
 - Are you using the nondiscrimination statement when you disseminate program information?
 - Where can your customers find the nondiscrimination statement in your district newsletter, fact sheets, and publications?
 - Over the past 12 months, how many NRCS civil rights success stories have you published in your local news outlets?
 - Where is the “*And Justice for All*” poster displayed?
 - Is it visible to customers that receive service from your field office?
 - Do you work with any of the following?
 1. 890 Land Grant Colleges & Universities (HBCU);
 2. 1994 Land Grant Tribal Colleges and Universities (TCU);
 3. Hispanic Serving Institutions (HSI);
 4. Workforce Recruitment Program for College Students with Disabilities (WRP);
1. Colleges and Universities with a high enrollment of Asian Americans and Native Hawaiians and other Pacific Islanders;
 2. Media outlets catering to females, minorities, or persons with disabilities.

4. OUTREACH

Requirements

The Department of Agriculture Regulation 7 CFR 15.5, Departmental Regulation 4300-3, and the NRCS GM 230 Part 405 require the establishment of outreach programs at the local level to ensure that all persons, especially those who previously may not have participated fully and may not know about the availability of, or may not know how to use NRCS program services effectively are encouraged to participate.

Examples of how notification is provided include:

- √ Newsletters
- √ Publications
- √ News releases
- √ Meetings
- √ Posters
- √ Personal contacts
- √ Electronic media
- √ Fact sheets
- √ Videos
- √ Through Grassroots Organizations representing minorities, women, and persons with disabilities.

NOTE: Ask to see a copy of the outreach strategy plan?

Sample Questions:

- How does your partnership with grassroots organizations in your county/RC&D Area, assist NRCS in reaching nontraditional and under-served customers?
- Please give me examples of your outreach activities for minorities, women, and persons with disabilities?
- Have the State Civil Rights Advisory Committee identified a need for bilingual staffing assistance for your office?
- What materials have been developed for you to meet the needs of producers with disabilities or who are bilingual in your county/RC&D area?
- Who are the nontraditional and underserved in your geographic area of service?

5. COMPLAINTS OF DISCRIMINATION

Requirements

The Department of Justice Regulations 28 CFR 42.408, the Department of Agriculture Regulations 7 CFR 15.6 and 7 CFR 15d, the NRCS GM 230 Part 405, and the “And Justice for All” poster provide the instructions for customers filing complaints of discrimination in program and/or service delivery when the customers feel they have been denied program benefits or service based on any one of the prohibited factors. These regulations and handbooks should be on file along with the poster displayed in a prominent location.

Sample Questions:

- Explain how civil rights discrimination complaints are processed.
- Where do you keep these instructions?
- Can all employees explain how to process a civil rights discrimination complaint?
- How many complaints of discrimination have you received in the past two years?
- Do you and other employees know the difference between a Program Delivery complaint and an Equal Employment Opportunity complaint (Title VII)?
- Have you discussed the complaint procedures with your staff?

6. EVALUATION OF PROGRAM DELIVERY

Requirements

The Department of Justice Regulations 28 CFR Parts 42.406, 42.407, and 42.408, the Department of Agriculture Regulation 7 CFR Part 15.5, Departmental Regulation 4330-2, and the NRCS GM 230 Part 405 require the monitoring and evaluation of programs in order to ensure that they are administered in a nondiscriminatory manner. Executive Order 13166 establishes an affirmative responsibility to provide Limited English Proficiency (LEP) persons with meaningful opportunity to participate in programs and activities conducted by USDA.

The Department of Agriculture Regulation 7 CFR Part 15.5, the Departmental Regulation 4330-2, and the NRCS GM 230 Part 405 also require the collection and evaluation of RSNOD participation and eligibility data for programs. This data is necessary to determine both quantitatively and qualitatively how effectively Agency programs are reaching all potential beneficiaries and to provide input for management analysis.

Sample Questions:

- How do you determine the number of potential eligible program beneficiaries and on-farm/off-farm customer groups?
- What type of data do you collect?
- How do you analyze the data?
- How does your field office determine potential eligible program beneficiaries?
- Has the field office established a potential eligible data file?
- Do you have a list of potentially eligible program participants by Race, Sex, National Origin and Disability status?
- Does the program participation data reflect participation by women, minorities and persons with disabilities?
- Does the data collected reflect parity in program participation?

- How long are you retaining program data after the end of a program year?
- In findings of disparities, what actions have you taken to correct them?

Please provide the following information for the last three years by Race, Sex, National Origin and Disability (RSNOD):

- a) Program participation reports and parity reports from the Performance and Results Measurement System/Performance Results System (PRMS/PRS).
- b) A copy of the State's civil right compliance review schedule and a copy of the last civil rights compliance review report for each office scheduled to be visited.
- c) Current list of Conservation District Board members, State Technical Committee members and RC&D Council members.
- d) The make-up of your Conservation District Board.
- e) The make-up of your RC&D Council.
- f) The make-up of your State Technical Committee.
- g) The make-up of other decision-making bodies relative to conservation work.

Please provide the number of landusers receiving USDA program payments last fiscal year for installing conservation practices and participating in any of the following programs.

- AMA – Agricultural Management Assistance
- CFO – Conservation Farm Option
- CPI – Conservation Partnership Initiative
- CPMC – Conservation Plant Material Center
- CRBSC – Colorado River Basin Salinity Control Program
- CSP – Conservation Security Program
- CTA – Conservation Technical Assistance
- EQIP – Environmental Quality Incentives Program
- EWP – Emergency Watershed Protection Program
- GRP – Grassland Reserve Program
- CPGL – Conservation of Private Grazing Land
- HFRP – Healthy Forrest Reserve Program
- RC&D – Resource Conservation & Development Program
- NCSS – National Cooperative Soil Survey Program
- SSWSF – Snow Survey & Water Supply Forecasting
- SSP – Soil Survey Programs
- WHIP – Wildlife Habitat Incentives Program
- WFPF – Watershed Protection and Flood Prevention Operations Program
- WRP – Wetland Reserve Program

7. PARTNERSHIP RESPONSIBILITY

Requirements

The Department of Agriculture Regulation 7 CFR 15.5, Departmental Regulation 4330-2 and the NRCS GM 230 Part 405 set forth the recipients responsibility in program delivery.

Sample Questions (District Board Members and/or RC&D Council Members):

- How do you develop your outreach activities to encourage eligible females and minorities to serve as board/council members?
- What are the qualifications for membership on the board/council?
- How do you inform the public about the board/council membership?
- Does the current board/council makeup reflect the community's makeup?
- Have you encouraged the board/council members to recruit and or appoint minorities, females, or persons with disabilities to serve on the board/council?
- Do you have on file a copy of the county's demographics?
- How have you encouraged minorities and female participation in the electoral process?
- How have you encouraged minorities and female participation as Directors or Officers on the board/council?

8. ACCESS TO ALL NRCS FACILITIES BY PERSONS WITH DISABILITIES

Requirements

Sections 504 and 508 of the Rehabilitation Act of 1973, 7 CFR 15b (4) require all offices and electronic communications to be accessible to persons with disabilities.

Sample Questions:

- Do you believe your workspace accommodates persons with disabilities such as wheel chair bound, hearing impaired, visually impaired?
- How confident are you that NRCS would make reasonable accommodations for you if you developed a disability?

**Handicapped Accessibility Survey
For NRCS Facilities**

Office Location (town): _____

Date: _____

		YES	NO	N/A
	PARKING LOTS			
1	At least 1 handicapped space for every 25 standard parking spaces. (UFAS 4.1.1(5))			
2	Disabled space at least 96" wide with access aisle of 60" w/smooth access to building entrance. (UFAS 4.6.3)			
3	Curb cuts - desired slope is 1:20, (UFAS 4.7.2) maximum slope of 1:8. (UFAS 4.1.6, table 2) Curb cuts do NOT require handrails. (UFAS 4.8.5)			
4	Located closest to the nearest accessible entrance to the building. (UFAS 4.6.1)			
5	Firm, slip-resistant surfaces (asphalt or cement) (UFAS 4.5.1)			
6	Identified with sign showing the International symbol of accessibility, visible from the driver's seat of the vehicle parked in the space. (UFAS 4.6.4)			
	RAMPS for elevations from 1/2"- 30".			
7	Ramps at least 36" wide and not obstructed by vehicles or foliage. (UFAS 4.8.2-3)			
8	Ramps in new construction shall have a slope of 1:12. (UFAS 4.8.2) (See 4.1.6 Table 2) for exceptions for existing ramps.			
9	Landings will be 60" length, and 36" width with straight access. Landings will be 60" length and 60" width if changing direction. (UFAS 4.8.2)			
10	Gripable hand rails required on a rise greater than 6". Clearance from wall of 1 1/2". Height 30" to 34" above ramp surface (UFAS 4.8.5)			
	ENTRANCES			
11	Clear openings at least 32" wide. (UFAS 4.2.1)			
12	Thresholds- vertical rise no greater than 1/4". Beveled rise no greater than 1/2" (UFAS 4.5.2)			
13	Door hardware no higher than 48". (UFAS 4.13.9)			
14	Door hardware should be lever-operated, push-type or U-shaped handles. (UFAS 4.13.9)			
15	Interior doors shall have a minimum opening force of 5 lb. (UFAS 4.13.11)			
16	International symbol of accessibility shall identify the accessible entrance, and shall be visible at or near the entrance door handle. (UFAS 4.30.5)			
	ACCESSIBLE ROUTES THROUGH THE OFFICE			
17	At least 1 accessible route must link the entrance to all accessible elements in the office. This includes customer service areas, and access to restrooms and water. (UFAS 4.3)			
18	Continuous route 36" wide except through doorways 32". (UFAS 4.2.1 & 4.3.3)			
19	Slip resistant floor surfaces. (UFAS 4.5.1)			
	REACH LIMITS			
20	Essential lighting controls must be within reach limits. Parallel access side reach max. 54" high and min 9" low. (UFAS 4.2.6 and Figure 5)			
21	Forward reach Max 48" and Low of 15". (UFAS 4.2.5)			
22	Side reach over obstructions. 24" depth and 34-46" high (UFAS 4.2.6)			
	TOILET FACILITIES			
23	If no stalls, then room must have a 5' circular clearance measured at 20" above the floor. (UFAS 4.2.3) Mens			
	Womens			
24	EXCEPTION: In toilet rooms with only one water closet and one sink, a clear floor space of 30" x 60" may be used in lieu of the unobstructed turning space. (UFAS 4.22.3) See UFAS for other exceptions. Mens			
	Womens			
25	Floor clearance of 60" wide by 56" deep with wall mounted water closets or 59" deep with floor mounted water closets. An acceptable alternate is 36" wide by 66" deep w/wall mount or 69" deep w/floor mount. (UFAS 4.17.3 &			

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	Fig. 30).	Mens			
	If stall dimensions differ, please reference the fig 30 diagram that applies.	Women			
26	If stalls provided, one stall door at least 32" wide, (UFAS 4.13.5), opening out. (UFAS 4.22.2)	Men			
		Women			
27	Toilet seat height between 17 and 19" high, one stool in each restroom. (UFAS 4.16.3)	Men			
		Women			
28	Measurement from the closest wall to the center of the stool minimum. of 18" (fig. 28)	Men			
		Women			
29	Urinals shall be mounted so that the lip is a maximum height of 17" (UFAS 4.18.2)	Men			
30	Toilet paper dispenser shall have a minimum height of 19" and shall provide for free flow of paper. (UFAS Fig 29B)	Men			
		Women			
31	Two grab bars mounted 33-36" high. One behind stool min. length 36", one on the side wall, min length 42". (UFAS 4.16.4 & Fig.29).	Men			
		Women			
32	Sink no higher than 34" to the counter surface or sink rim, and with adequate knee clearance 29" high by 30" wide. (UFAS 4.19.2)	Men			
		Women			
33	Hot water and drain pipes under lavatories shall be insulated or otherwise covered. No sharp or abrasive surfaces under lavatories. (UFAS 4.19.4)	Men			
		Women			
34	Mirror with bottom edge no higher than 40". (UFAS 4.19.6)	Men			
		Women			
35	Lever-operated push-type or electronically controlled faucet. (UFAS 4.19.4)	Men			
		Women			
36	Towel, paper and cup dispensers mounted within reach limits and have no flow restrictions. (UFAS 4.2.5)	Men			
		Women			
37	International sign of accessibility shall be displayed on each rest room door that is accessible. (UFAS 4.30.5)	Men			
		Women			
	DRINKING FOUNTAINS				
38	Spout no higher than 36". (UFAS 4.15.2), and shall be at the front of the unit, (UFAS 4.15.3)				
39	Controls are front or front of side mounted and force required is less than 5 pounds. (UFAS 4.15.4)				
40	Clear floor space of 30" x 48" in front of a floor standing model to allow a parallel approach, or cantilevered units shall have a clear knee space between the bottom of the apron and the floor of at least 27" and be 30" wide. (UFAS 4.15.5)				
			E S	O	/ A
	PARKING LOTS				
	At least 1 handicapped space for every 25 standard parking spaces. (UFAS 4.1.1(5))				
	Disabled space at least 96" wide with access aisle of 60" w/smooth access to building entrance. (UFAS 4.6.3)				
	Curb cuts - desired slope is 1:20, (UFAS 4.7.2) maximum slope of 1:8. (UFAS 4.1.6, table 2) Curb cuts do NOT require handrails. (UFAS 4.8.5)				
	Located closest to the nearest accessible entrance to the building. (UFAS 4.6.1)				
	Firm, slip-resistant surfaces (asphalt or cement) (UFAS 4.5.1)				
	Identified with sign showing the International symbol of accessibility, visible from the driver's seat of the vehicle parked in the space. (UFAS 4.6.4)				
	RAMPS for elevations from 1/2" - 30".				
	Ramps at least 36" wide and not obstructed by vehicles or foliage. (UFAS 4.8.2-3)				
	Ramps in new construction shall have a slope of 1:12. (UFAS 4.8.2) (See 4.1.6 Table 2) for exceptions for existing ramps.				
	Landings will be 60" length, and 36" width with straight access. Landings will be 60" length and 60" width if changing direction. (UFAS 4.8.2)				
0	Gripable handrails required on a rise greater than 6". Clearance from wall of 1 1/2". Height 30" to 34" above ramp surface (UFAS 4.8.5)				
	ENTRANCES				
1	Clear openings at least 32" wide. (UFAS 4.2.1)				

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2	Thresholds- vertical rise no greater than 1/4". Beveled rise no greater than 1/2" (UFAS 4.5.2)			
3	Door hardware no higher than 48". (UFAS 4.13.9)			
4	Door hardware should be lever-operated, push-type or U-shaped handles. (UFAS 4.13.9)			
5	Interior doors shall have a minimum opening force of 5 lb. (UFAS 4.13.11)			
6	International symbol of accessibility shall identify the accessible entrance, and shall be visible at or near the entrance door handle. (UFAS 4.30.5)			
	ACCESSIBLE ROUTES THROUGH THE OFFICE			
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8	Continuous route 36" wide except through doorways 32". (UFAS 4.2.1 & 4.3.3)			
9	Slip resistant floor surfaces. (UFAS 4.5.1)			
	REACH LIMITS			
0	Essential lighting controls must be within reach limits. Parallel access side reaches max. 54" high and min 9" low. (UFAS 4.2.6 and Figure 5)			
1	Forward reach Max 48" and Low of 15". (UFAS 4.2.5)			
2	Side reaches over obstructions. 24" depth and 34-46" high (UFAS 4.2.6)			
	TOILET FACILITIES			
3	If no stalls, then room must have a 5' circular clearance measured at 20" above the floor. (UFAS 4.2.3)			
	Mens			
	Womens			
4	EXCEPTION: In toilet rooms with only one water closet and one sink, a clear floor space of 30" x 60" may be used in lieu of the unobstructed turning space. (UFAS 4.22.3) See UFAS for other exceptions.			
	Mens			
	Womens			
5	Floor clearance of 60" wide by 56" deep with wall mounted water closets or 59" deep with floor mounted water closets. An acceptable alternate is 36" wide by 66" deep w/wall mount or 69" deep w/floor mount. (UFAS 4.17.3 & Fig. 30).			
	Mens			
	Women			
6	If stall dimensions differ, please reference the fig 30 diagram that applies.			
	Men			
	Women			
7	If stalls provided, one stall door at least 32" wide, (UFAS 4.13.5), opening out. (UFAS 4.22.2)			
	Men			
	Women			
8	Toilet seat height between 17 and 19" high, one stool in each restroom. (UFAS 4.16.3)			
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	Women			
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10	Urinals shall be mounted so that the lip is a maximum height of 17" (UFAS 4.18.2)			
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	Women			
12	Two grab bars mounted 33-36" high. One behind stool min. length 36", one on the sidewall, min length 42". (UFAS 4.16.4 & Fig.29).			
	Men			
	Women			
13	Sink no higher than 34" to the counter surface or sink rim, and with adequate knee clearance 29" high by 30" wide. (UFAS 4.19.2)			
	Men			

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	Women			
3	Hot water and drainpipes under lavatories shall be insulated or otherwise covered. No sharp or abrasive surfaces under lavatories. (UFAS 4.19.4)			
	Men			
	Women			
4	Mirror with bottom edge no higher than 40". (UFAS 4.19.6)			
	Men			
	Women			
5	Lever-operated push-type or electronically controlled faucet. (UFAS 4.19.4)			
	Men			
	Women			
6	Towel, paper and cup dispensers mounted within reach limits and have no flow restrictions. (UFAS 4.2.5)			
	Women			
7	International sign of accessibility shall be displayed on each rest room door that is accessible. (UFAS 4.30.5)			
	Men			
	Women			
	DRINKING FOUNTAINS			
8	Spout no higher than 36". (UFAS 4.15.2), and shall be at the front of the unit, (UFAS 4.15.3)			
9	Controls are front or front of side mounted and force required is less than 5 pounds. (UFAS 4.15.4)			
0	Clear floor space of 30" x 48" in front of a floor standing model to allow a parallel approach, or cantilevered units shall have a clear knee space between the bottom of the apron and the floor of at least 27" and be 30" wide. (UFAS 4.15.5)			

UFAS refers to the ‘*Uniform Federal Accessibility Standards*’, number in your reference book.

All of these considerations should be structural in nature. If furnishings in the office are placed so as to prohibit access, then the Service Center employees are responsible for making changes in the arrangement. No aisles should be restricted with furnishings, no access to necessities should be blocked. No storage cabinets should impede the measurements of a restroom.

TITLE VII – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT

1. WORKFORCE ANALYSIS

Requirements

Executive Order 11478, EEOC Regulation 29 CFR 1614 and EEOC MD 715 require that the head of each agency exercise personal leadership by establishing, maintaining, and carrying out plans, procedures, and directives necessary to manage an effective EEO program that promotes equality in employment, development, advancement, and treatment of employees. NRCS offices are required to manage their EEO activities through the following:

- √ Handbooks
- √ Directives
- √ Reports
- √ Notices
- √ Correspondence

Sample Questions:

- What kind of EEO discussions do you have with your staff members?
- Does Special Emphasis Program Managers interface with the Human Resources staff? Is there a joint or cooperative effort?
- Have qualifications requirements and procedures for hiring been examined to determine whether barriers to EEO exist?
- How are employees informed about vacancy announcements?
- Where do you post vacancy announcements?
- How long do you maintain employment applications on file?
- How many people have you hired in the past year?
- How did the applicants learn of the vacancies?
- Have you observed efforts to increase the employment of persons with disabilities at NRCS?

2. PROMOTIONS

Requirements

Equal Employment Opportunity Commission Regulation 29 CFR Part 1614.101(a) and MD 715 require the head of each Agency to exercise personal leadership in establishing, maintaining, and carrying out a continuing Affirmative Employment Program. This program is designed to promote equal opportunity in every aspect of Agency personnel policy and practice in the employment, development, advancement, and treatment of employees.

Sample Questions:

- What mechanisms do you use to fill vacant positions?
- What mechanisms do you use to increase the number of women, minorities and persons with disabilities in the applicant pool?

3. RECRUITMENT

Requirements

The Equal Employment Opportunity Commission regulation (29 CFR 1614.102(a)(4)), and the NRCS GM 230 Part 402 require the agency to communicate its EEO policies, programs, and employment needs to all sources of job candidates without regard to age, color, disability, national origin, race, religion, sex, political beliefs, sexual orientation, and/or marital and family status. These regulations also require the Agencies to solicit assistance in the recruitment of minorities, women, and persons with disabilities.

Sample Questions:

- Is the Equal Employment Opportunity nondiscrimination statement in all vacancy announcements?
- What methods do you use to announce vacancies? (Ask for examples.)
- Does the State have a recruitment plan?
- Have procedures for hiring been examined to determine whether barriers to EEO exist?
- Are recruitment efforts coordinated between Human Resources and Special Emphasis Program Managers to obtain optimum effectiveness?
- Does recruitment literature have pictures of women and minorities and indications of the desire for a diversified workforce?
- How do you inform organizations with minorities, women, and individuals about vacancy announcements?
- Do you recruit at the following institutions:
 - a) 1862 Colleges and Universities
 - b) 1890 Colleges and Universities
 - c) 1994 Colleges and Universities
 - d) Hispanic Serving Institutions (HSI)
 - e) Asian American/Pacific Islander Colleges and Universities

4. EMPLOYEE AWARENESS

Requirements

The Equal Employment Opportunity Commission Regulation 29 CFR 1614.102(a)(13) and (b)(3) holds Agencies responsible for communicating Equal Employment Opportunity policies, programs, and employment needs to all employees.

- √ USDA Civil Rights Policy Statement
- √ USDA Prevention of Sexual Harassment Poster
- √ USDA EEO Poster
- √ NRCS Chief's Civil Rights Policy Statement

√ NRCS EEO Poster

Sample Questions:

- Is the USDA sexual harassment poster displayed so that staff members and customers may easily see it?
- Is the EEO Counselor information posted in the office where it is easily accessible by employees?
- Are the following NRCS Policy Statements prominently displayed in the offices where applicants, employees, and producers can easily see them?
 - a) EEO
 - b) Prevention of Sexual Harassment
- How often do you discuss the following with your staff members?
 - a) EEO policy
 - b) Prevention of Sexual Harassment
 - c) Civil Rights policy relative to employment
- How often do you discuss the following with your district board members?
 - a) EEO policy
 - b) Prevention of Sexual Harassment
 - c) Civil Rights policy relative to employment
- Do employees know the difference between a Title VI and Title VII?
- Do employees know how to file an EEO discrimination complaint?

5. AWARDS AND RECOGNITION

Requirements

Equal Employment Opportunity Commission regulations, 29 CFR 1614.102(a)(5)(10)(13), requires Agencies to:

- √ **Review, evaluate, and control managerial and supervisory performance in such a manners to ensure a continuing affirmative application and vigorous enforcement of the policy of equal opportunity,**
- √ **Provide orientation, training, and advice to managers/supervisors to assure their understanding and implementation of EEO policies and programs,**
- √ **Provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in EEO, and**
- √ **Inform its employees, recognized employee organizations of the Affirmative EEO policy and program, and enlist their cooperation.**

Sample Questions:

- Have you received an award or recognition for outstanding achievements in EEO or CR activities?
- Have you recognized an employee or nominated any one for outstanding achievements in EEO or CR activities?
- Is supervisory or managerial performance in EEO considered when an award is given for achievement other than an EEO accomplishment.

6. CIVIL RIGHTS ADVISORY COMMITTEE/SPECIAL EMPHASIS PROGRAMS

Requirements

The NRCS GM 230 Part 403 and 404 requires the establishment of Equal Opportunity Advisory Committees and Special Emphasis Program Managers to assist and enhance opportunities for designated groups that may include but not limited to under representation in:

- a) Recruitment**
- b) Employment**
- c) Personal development advancement**

Sample Questions:

- Do you know what special emphasis programs are administered in your state?
- Does the CRAC have a business plan?
- Do you (CRAC/SEPM) have a MOU regarding your collateral duty?
- Have you received training pertaining to your role as member of the CRAC? As an SEPM?
- Do you have a stand alone performance element, which addresses your collateral duty?
- Who evaluates your performance regarding your collateral duty?
- What methods are used to inform employees of CRAC/SEPM activities?
- Do you have access to the DN 714 report? Do you know how to interpret the DN 714 report?
- Do you participate in the development of the Affirmative Employment Plan/Recruitment Plan for the state?

**SAMPLE QUESTIONS
FOR
SPECIAL EMPHASIS PROGRAM MANAGERS (SEPM)**

TITLE _____

Note: Obtain a copy of the Position Description, Performance Work Plan, IDP and MOU

1. WHAT SPECIAL EMPHASIS PROGRAM DO YOU MANAGE?
2. HOW LONG HAVE YOU BEEN A SPECIAL EMPHASIS PROGRAM MANAGER?
3. WHAT ARE THE OBJECTIVES OF THE SPECIAL EMPHASIS PROGRAM YOU MANAGE IN YOUR STATE?
4. WHAT PERCENTAGE OF YOUR TIME IS ALLOTTED FOR IMPLEMENTATION OF THE PROGRAM?
5. WHAT IS YOUR INPUT IN DEVELOPING THE AEP AND FEORP PLAN FOR YOUR STATE?
6. DO YOU HAVE A CURRENT MOU?
7. DO YOU HAVE A STAND ALONE CIVIL RIGHTS PERFORMANCE ELEMENT FOR YOUR COLLATERAL DUTIES?
8. HAVE YOU PREPARED WORKPLAN ACTIVITIES TO PROMOTE THE PROGRAM YOU ARE RESPONSIBILITIES FOR?
9. ARE YOU A VOTING MEMBER OF THE CRAC?
10. DO YOU PARTICIPATE IN THE DEVELOPMENT OF THE AFFIRMATIVE EMPLOYMENT PLAN AEP?
11. ARE YOU PROVIDED A COPY OF THE DN 714?
12. DO YOU KNOW HOW TO INTERPRET AND ANALYSE THE DN 714 DATA?
13. HAVE YOU RECEIVED TRAINING PERTAINING TO YOUR COLLATERAL DUTY ASSIGNMENT AS SEPM?
14. ARE YOU FAMILIAR WITH GENERAL MANUAL SECTION 230 PARTS 401 THROUGH 405?
15. ARE YOU FAMILIAR WITH 29 CFR PART 1614?
16. ARE YOU AWARE OF THE SPECIAL EMPLOYMENT CONCERNS AND NEEDS OF THE GROUP YOU SERVE IN THIS STATE? CAN YOU GIVE A FEW EXAMPLES?

**SAMPLE QUESTIONS
FOR
ADVISORY COMMITTEE CHAIRPERSON**

TITLE _____ GRADE _____

Note: Obtain a copy of Position Description, Performance Work Plan, IDP, and MOU

1. HOW LONG HAVE YOU BEEN A CIVIL RIGHTS ADVISORY COMMITTEE MEMBER?
2. HOW LONG HAVE YOU BEEN THE CHAIRPERSON?
3. WHAT ARE YOUR RESPONSIBILITIES AS A CHAIRPERSON OF THE CIVIL RIGHTS ADVISORY COMMITTEE?
4. WHAT PERCENTAGE OF YOUR TIME IS ALLOTTED FOR IMPLEMENTATION OF THE PROGRAM?
5. DO YOU HAVE A CURRENT MOU?
6. DO YOU HAVE A STAND ALONE CIVIL RIGHTS PERFORMANCE ELEMENT FOR HOUR COLLATERAL DUTIES?
7. DO YOU PARTICIPATE IN THE DEVELOPMENT OF THE AFFIRMATIVE EMPLOYMENT PLAN AEP?
8. ARE YOU PROVIDED A COPY OF THE DN 714 REPORT?
9. DO YOU KNOW HOW TO INTERPRET AND ANALYZE THE DN 714 DATA?
10. HAVE YOU RECEIVED TRAINING PERTAINING TO YOUR COLLATERAL DUTY ASSIGNMENT AS CRAC MEMBER?
11. TO WHOM DO YOU REPORT IN MATTERS RELATING TO YOUR FUNCTION?
12. ARE YOU FAMILIAR WITH 29 CFR, PART 1614 AND GM 230 PART 405?
13. WHAT HAS THE COMMITTEE ACCOMPLISHED IN THE PAST TWO YEARS?
(GIVE EXAMPLES)
14. WHAT IS THE COMPOSITION OF THE CIVIL RIGHTS ADVISORY COMMITTEE?
FEMALES _____ MALES _____ MINORITIES _____
15. WHAT ARE THEIR GRADE LEVELS AND JOB TITLES?

16. HOW ARE CIVIL RIGHTS ADVISORY COMMITTEE MEMBERS SELECTED?
(EXPLAIN)
17. HOW ARE EMPLOYEES INFORMED OF THE CIVIL RIGHTS ADVISORY
COMMITTEE MEETINGS? (EXPLAIN)
18. DO YOU THINK THE CIVIL RIGHTS PROGRAM IS EFFECTIVE IN YOUR
STATE? (EXPLAIN)
19. DO YOU THINK THE CIVIL RIGHTS ADVISORY COMMITTEE IS EFFECTIVE IN
YOUR STATE? (EXPLAIN)
20. WHAT RECOMMENDATIONS CAN YOU OFFER TO INCREASE DIVERSITY IN
YOUR STATE?

**SAMPLE QUESTIONS
FOR
ADVISORY COMMITTEE ADVISOR**

TITLE _____ GRADE _____

1. HOW LONG HAVE YOU BEEN THE STATE CIVIL RIGHTS ADVISORY COMMITTEE ADVISOR?
2. TO WHOM DO YOU REPORT MATTERS RELATING TO YOUR FUNCTION?
3. WHAT PERCENT OF YOUR TIME IS ALLOTTED TO CIVIL RIGHTS COMMITTEE ACTIVITIES?
4. DO YOU PROVIDE ORIENTATION TRAINING TO NEW COMMITTEE MEMBERS?
5. WHAT ARE THE OBJECTIVES OF THE CIVIL RIGHTS PROGRAM IN YOUR STATE?
6. ARE THE CIVIL RIGHTS PROGRAM ACTIVITIES INCLUDED IN THE STATE'S BUSINESS PLAN?
7. WHAT IS YOUR INPUT INTO THE STATE AFFIRMATIVE EMPLOYMENT PLAN?
8. WHAT DO YOU SEE AS THE GREATEST OBSTACLE(S) TO GETTING YOUR JOB DONE?
9. ARE YOU AWARE OF ANY EMPLOYMENT CONCERNS AND AREAS OF UNDER REPRESENTATION IN YOUR STATE?
10. ARE SUPERVISORS AND MANAGERS AWARE OF ANY EMPLOYMENT CONCERNS AND AREAS OF UNDERREPRESENTATION?
11. DO YOU RECEIVE PROGRAM GUIDANCE FROM THE NATIONAL CIVIL RIGHTS DIVISION?
12. WHEN WAS YOUR LAST CONTACT WITH A MEMBER OF THE CIVIL RIGHTS DIVISION STAFF? WHAT WAS THE PURPOSE OF THIS CONTACT?
13. HOW EFFECTIVE IS THE CIVIL RIGHTS & EEO PROGRAM IN YOUR STATE?
14. ARE WORK PLANS PREPARED DETAILING ACTIVITIES TO PROMOTE CIVIL RIGHTS & EEO IN THIS STATE?
15. ARE YOU FAMILIAR WITH 29 CFR PART 1614?

16. ARE YOU FAMILIAR WITH GENERAL MANUAL 230 PART 401 THROUGH 405?

**SAMPLE QUESTIONS
FOR
ADVISORY COMMITTEE MEMBERS**

TITLE _____ GRADE _____

Note: Obtain a copy of Position Description, Performance Work Plan, IDP, and MOU.

1. WHAT PERCENT OF YOUR TIME IS ALLOTTED TO COMMITTEE ACTIVITIES?
2. DO YOU HAVE A CURENT MOU?
3. DO YOU HAVE A STAND ALONE CIVIL RIGHTS PERFORMANCE ELEMENT FOR YOUR COLLATERAL DUTIES?
4. DOES THE CRAC HAVE A BUSINESS PLAN?
5. DO YOU PARTICIPATE IN THE DEVELOPMENT OF THE AFFIRMATIVE EMPLOYMENT PLAN (MD 715)?
6. ARE YOU PROVIDED A COPY OF THE DN 714?
7. DO YOU KNOW HOW TO INTERPRET AND ANALYZE THE DN 714 DATA?
8. HAVE YOU RECEIVED TRAINING PERTAINING TO YOUR COLLATERAL DUTY ASSIGNMENT AS CRAC MEMBER?
9. WHAT DOES YOUR COMMITTEE PLAN TO ACCOMPLISH THIS YEAR? (GIVE A COUPLE EXAMPLES)
10. ARE COMMITTEE MINUTES CIRCULATED TO EMPLOYEES?
11. DO YOU GET FEEDBACK FROM EMPLOYEES?
12. DOES THE CIVIL RIGHTS ADVISORY COMMITTEE UTILIZE SUBCOMMITTEES TO ACCOMPLISH LARGE TASKS?
13. WHAT IS THE DATE OF THE LAST CIVIL RIGHTS ADVISORY COMMITTEE MEETING?
14. HOW OFTEN DOES THE COMMITTEE MEET?
15. WHAT SPECIAL RECRUITMENT EFFORTS ARE MADE TO LOCATE QUALIFIED MINORITIES AND FEMALES FOR EMPLOYMENT?
16. HAVE THE COMMITTEE IDENTIFIED WHAT GROUPS ARE UNDERREPRESENTED IN MANAGEMENT AND LEADERSHIP POSITIONS?

17. DOES CIVIL RIGHTS ADVISORY COMMITTEE MEMBERS PARTICIPATE IN RECRUITMENT ACTIVITIES?
18. DO YOU FEEL THE SPECIAL EMPHASIS PROGRAM MANAGERS ARE EFFECTIVE?
19. DO YOU THINK SUFFICIENT RESOURCES ARE ALLOCATED TO CIVIL RIGHTS AND EEO?
20. DOES THE COMMITTEE DISCUSS AND OR EVALUATE PROGRAM DELIVERY EFFORTS?

**SAMPLE QUESTIONS
FOR
PERSONNEL OFFICERS
(Can send in advance)**

1. HAVE YOU UTILIZED ANY OF THE FOLLOWING PROGRAMS DURING THE PAST TWO (2) YEARS?

SEEP (STUDENT EDUCATION EMPLOYMENT PROGRAM)

SUMMER INTERNS

WORKER TRAINEE

STUDENT TRAINEE

CAREER ENHANCEMENT (UPWARD MOBILITY)

2. WERE ANY STUDENTS PLACED IN PERMANENT POSITIONS IN THE PAST 12 MONTHS FROM ANY OF THE ABOVE PROGRAM?
3. HOW MANY DISABLED EMPLOYEES WERE HIRED IN THE PAST 12 MONTHS?
4. HOW MANY DISABLED EMPLOYEES ARE CURRENTLY ON STAFF?
5. IS THERE A FORMAL WRITTEN CAREER ENHANCEMENT PLAN?
6. ARE YOU AN ADVISORY?
7. WHAT SCHOOLS OR INSTITUTIONS DO YOU NORMALLY RECRUIT FROM?
8. DID ANY RECRUITMENT VISITS RESULT IN ACTUAL HIRES? IF SO, PLEASE LIST EMPLOYEES BY RACE/SEX.
9. HAVE YOU IDENTIFIED ANY AREAS OF UNDERREPRESENTATION?
10. PLEASE FURNISH COPIES OF POSITIONS DESCRIPTIONS OF TWO (2) SUPERVISORY EMPLOYEES. (REVIEW POSITION DESCRIPTIONS FOR ACCURACY AND IF THEY CONTAIN AN EEO PERFORMANCE ELEMENT.)
11. PLEASE FURNISH COPIES OF POSITION DESCRIPTIONS FOR TWO (2) NON-SUPERVISORY EMPLOYEES. (REVIEW POSITION DESCRIPTIONS FOR ACCURACY AND IF THEY CONTAIN AN EEO PERFORMANCE ELEMENT.)
12. WHAT IS YOUR INPUT TO THE STATE AEP REPORT AEP
13. HOW DO YOU COMMUNICATE WITH EMPLOYEES ABOUT JOB VACANCIES?

14. ARE YOU FAMILIAR WITH 29 CFR PART 1614?
15. DO YOU ATTEND STATE CIVIL RIGHTS ADVISORY COMMITTEE MEETINGS?
16. ARE ADVISORY COMMITTEE MEMBERS AND SPECIAL EMPHASIS PROGRAM MANAGERS PROVIDED COPIES OF DN-714 REPORTS AND ASSIST WITH THE DEVELOPMENT OF THE AEP?

**SAMPLE QUESTIONS
FOR
LANDOWNERS**

NAME: _____

FIELD OFFICE: _____

1. GENDER: MALE _____ FEMALE _____ RACE/NATIONAL ORIGIN _____
2. HOW LONG HAVE YOU BEEN A LANDOWNER?
3. IDENTIFY TYPE OF FARMING OPERATION:
4. FAMILIAR WITH USDA PROGRAMS? YES NO
5. ARE YOU PARTICIPATING IN USDA PROGRAMS OR HAVE PARTICIPATED IN
USDA PROGRAMS? LIST PROGRAMS:
6. HAVE YOU BEEN DENIED PARTICIPATION IN ANY USDA PROGRAMS?
7. DO YOU FEEL THAT YOU HAVE BEEN TREATED FAIR BY NRCS FIELD STAFF?
8. HOW OFTEN DO YOU VISIT THE NRCS FIELD OFFICE?
9. HAVE YOU RECEIVED ANY NEWSLETTERS OR LITERATURE FROM NRCS
REGARDING USDA PROGRAMS?
10. WOULD YOU FILE A COMPLAINT IF YOU BELIEVE THAT YOU WERE
DISCRIMINATED BY NRCS STAFF?
11. DO YOU KNOW HOW WHERE TO FILE A COMPLAINT? ARE YOU FAMILIAR
WITH THE “AND JUSTICE FOR ALL” POSTER?
12. ARE YOU SATISFIED WITH FIELD OFFICE STAFF WORK ETHICS, PERFORMANCE
AND HELPFULNESS?
13. ARE YOU SATISFIED WITH THE SERVICES FROM FIELD STAFF?

**SAMPLE QUESTIONS
FOR
EMPLOYEES**

ALL EMPLOYEE INTERVIEW

1. Gender: Male ☐ Female ☐
2. Ethnicity: (check all that apply)

Asian ☐ American Indian/Alaskan Native ☐

Black or African American ☐ Hispanic ☐

Native Hawaiian/Pacific Islander ☐

White ☐ Other (Specify) _____ ☐
3. National Origin: U.S. ☐ Other (Specify) _____ ☐
4. Disabled: Yes ☐ No ☐
5. Grade: _____ Series: _____
6. Official Title: _____
7. Have you ever seen the policy statements on EEO, the prevention of sexual harassment, and the disabled?

YES _____ NO _____ (PLEASE EXPLAIN)
8. Are you familiar with the agency's Special Emphasis Programs? Can you name any of them?
 - a. What efforts have you observed to increase the employment of people identified by the Special Emphasis Programs?
 - b. Do you believe these programs promote awareness, appreciation, and understanding of people of diversity?

Yes ☐ No ☐ Not Applicable ☐ Non Responsive ☐

Explanation of response:

9. Accommodation of Disabilities:

- a. Have you observed efforts to increase the employment of persons with disabilities at NRCS?
- b. Do you believe your workspace accommodates persons with disabilities such as wheel chair bound, hearing impaired, visually impaired?
- c. How confident are you that NRCS would make reasonable accommodations for you if you developed a disability?

Very Confident ☐ Somewhat Confident ☐ Not at All Confident ☐

Explain:

10. In your opinion, does NRCS make reasonable accommodation for your family circumstances (i.e., children, elderly parents, and illness of a family member)?

Yes ☐ No ☐ Non Responsive ☐

11. How fair has your treatment been in NRCS in selections for promotions, training, detail assignments, career enhancing assignments, and awards?

Generally Fair ☐ Generally Unfair (Explain Below) ☐ Non Responsive

Fair Except as Explained Below ☐

Explanation:

12. If you believed, you were discriminated against, would you file an EEO complaint?

Yes ☐ No ☐ Non Responsive ☐

If not, what are the main reasons why you would not file?

- a.) Would you feel comfortable discussing an EEO issue with an EEO counselor?

YES _____ NO _____(Please Explain)

- b.) In you opinion, how well does the complaint system/process work in NRCS?

13. Do you have an Individual Development Plan (IDP)?

Yes ☐ No ☐ Not Applicable ☐ Non Responsive ☐

a.) If so, has it been implemented?

Yes ☐ No ☐ Not Applicable ☐ Non Responsive ☐

Comments:

b.) Is the plan beneficial to your career?

Yes ☐ No ☐ Not Applicable ☐ Non Responsive ☐

Comments:

14. How would you define sexual harassment in the workplace?

a.) How frequently do you think sexual harassment occurs in your workplace?

Frequently ☐ Sometimes ☐ Rarely ☐ Never ☐

Explain:

b.) Does management at NRCS work to prevent harassment, condone it, or neither one?

Work to prevent ☐ Condone it ☐ Neither one ☐

Explain:

15. How would you define employment discrimination in your workplace?

a.) How frequently do you believe employment discrimination occurs in your workplace?

Frequently ☐ Sometimes ☐ Rarely ☐ Never ☐

Explain:

b.) Does management at NRCS work to prevent discrimination, condone it, or neither one?

Work to prevent ☐ Condone it ☐ Neither one ☐

Explain:

16. In general, do you believe employees receive equal (fair) treatment at NRCS without regard to race, color, age, national origin, gender, religion, marital/family status, sexual orientation, or disability status.

Yes ☐ No ☐ Non Responsive ☐

Explain:

17. Have you received training in the prevention of sexual harassment in the last three years?
18. When was the last time you received a notice informing you of your right to file an EEO complaint?
19. Did you receive any information in the last three years informing you that EEO/Civil Rights cover complaints of sexual harassment?
20. Are there any general comments about Equal Employment Opportunity that you would like to make?

**SAMPLE QUESTIONS
FOR
CONSERVATION DISTRICT BOARD MEMBERS**

NAME _____

CONSERVATION DISTRICT _____

COUNTY _____

FIELD OFFICE _____

1. GENDER: MALE ☐ FEMALE ☐
2. RACE/NATIONAL ORIGIN: _____
3. HOW LONG HAVE YOU BEEN A CONSERVATION DISTRICT BOARD MEMBER?
4. HOW DID YOU LEARN ABOUT THE CONSERVATION DISTRICT BOARD?
5. HOW DID YOU BECOME A MEMBER?
6. WHAT IS THE MAKE-UP OF THE CONSERVATION DISTRICT BOARD?
7. HOW ARE PROSPECTIVE MEMBERS RECRUITED?
8. WHAT DO YOU THINK OF THE PARTNERSHIP AND WORKING RELATIONSHIP WITH NRCS?
9. DOES THE CONSERVATION DISTRICT BOARD PARTICIPATE IN THE LOCALLY LED CONSERVATION INITIATIVE?
10. ARE YOU KEPT AWARE OF NRCS PROGRAM CHANGES AND AVAILABILITY BY NRCS STAFF?
11. DOES THE CONSERVATION DISTRICT PUBLISH A NEWSLETTER? IF SO, WHAT IS THE DISTRIBUTION?
12. DOES IT CONTAIN THE NON-DISCRIMINATION STATEMENT?
13. DOES THE CONSERVATION DISTRICT HAVE A MOU WITH NRCS? DOES IT CONTAIN THE NON-DISCRIMINATION STATEMENT?
14. IS THE MOU REVIEWED ANNUALLY AT A BOARD MEETING?
15. ARE YOU FAMILIAR WITH THE “AND JUSTICE FOR ALL” POSTER?

16. ARE YOU INVITED TO NRCS SPONSORED EEO/CR TRAINING? OTHER NRCS SPONSORED TRAINING?
17. ARE YOU A LANDOWNER? IF YES, REFER TO LANDOWNER QUESTIONS.
18. ARE YOU SATISFIED WITH THE SERVICES FROM FIELD OFFICE STAFF?

**SAMPLE QUESTIONS
FOR
RC&D COUNCIL MEMBERS**

NAME _____

RC&D COUNCIL _____

1. GENDER: MALE ☐ FEMALE ☐
2. RACE/NATIONAL ORIGIN _____
3. HOW LONG HAVE YOU BEEN A RC&D COUNCIL MEMBER?
4. HOW DID YOU LEARN ABOUT THE RC&D COUNCIL?
5. WHAT IS THE MAKE UP OF THE RC&D COUNCIL?
6. HOW DID YOU BECOME A MEMBER?
7. HOW ARE PROSPECTIVE MEMBERS RECRUITED?
8. WHAT DO YOU THINK OF THE PARTNERSHIP AND WORKING RELATIONSHIP WITH NRCS? (LOCAL, STATE, AND NATIONAL)
9. WHAT TYPE OF PROJECT IS THE RC&D INVOLVED IN?
10. DOES THE RC&D HAVE A BUSINESS PLAN? DOES IT CONTAIN THE NON-DISCRIMINATION STATEMENT?
11. HOW IS IT DECIDED THE TYPE OF PROJECTS WHICH ARE FUNDED?
12. DOES THE RC&D PUBLISH A NEWLETTER? IS SO, WHAT IS THE DISTRIBUTION?
13. DOES THE NEWSLETTER CONTAIN THE NON-DISCRIMINATION STATEMENT?
14. ARE YOU FAMILIAR WITH THE “AND JUSTICE FOR ALL” POSTER?
15. ARE YOU INVITED TO NRCS-SPONSORED EEO/CR TRAINING?
16. ARE YOU A LANDOWNER? IF YES, REFER TO LANDOWNER QUESTIONS.
17. ARE YOU SATISFIED WITH THE SERVICES FROM FIELD OFFICE STAFF?

CIVIL RIGHTS COMPLIANCE REVIEW SECTION SEVEN - REVIEW CLOSE OUT PROCESS

The NRCS GM 230 Part 405 specifies the process to complete this review process. It may be summarized as follows:

- √ The State Conservationist submits a proposed Corrective Action Plan to the Civil Rights Division for review and approval within 30 calendar from the receipt of the report.
- √ The Civil Rights Division reviews the Corrective Action Plan for approval within 30 workdays from receipt.
- √ The State Conservationist submits a progress report on the status of full implementation of the Corrective Action Plan to the Civil Rights Division quarterly beginning with the first quarter after approval of the Corrective Action Plan.
- √ The Corrective Action Plan shall be completed within one year of date of conclusion of the Civil Rights Compliance Review.

**The Civil Rights Corrective Action Plan should include the following:
(A Template will be provided)**

Recommendations and/or Non-Compliance Action Items

- 1) List the Recommendations and/or Non-Compliance action item(s) that have been identified in the Civil Rights Compliance Review Report.
- 2) A response to recommended items is highly encouraged but is not required. The Recommendations and/or Non-Compliance action item(s) should be listed succinctly according to the Civil Rights Compliance Review Report.

Proposed Implemented Corrective Actions

- 1) The implemented action plan must provide detailed information on the dates, locations, programs and activities covered in the Civil Rights Compliance Review.
- 2) The proposed implemented actions should cover and correct the identified non-compliance action item(s).
- 3) The Corrective Action Plan should negotiate a solution to the non-compliance action item(s).

Responsible Person

- 1) Identify the individual that will have direct responsibility for this action item.
- 2) The identified individual should be able to implement the Corrective Action Plan within a reasonable timeframe.

CIVIL RIGHTS COMPLIANCE REVIEW
SECTION SEVEN - REVIEW CLOSE OUT PROCESS continued...

Targeted Completion Dates

- 1) Identify the timeframe in which it will take to complete the proposed corrective action.
- 2) The monitoring and evaluation on the progress of the Corrective Action Plan will be conducted periodically by the Civil Rights Division.
- 3) The Civil Rights Compliance Review will not be officially closed until the entire plan has been formally addressed and implemented.
- 4) The Corrective Action Plan should be completed within one year of date of conclusion of the Civil Rights Compliance Review.

Status and Comments

- 1) Provide an update on the progress made in implementing the recommendations (encouraged but not required) and/or corrective actions quarterly.